



Develop Your REAP—Decision Maker, Site Assessment, Goals and Timetables, or Action Team Activity

Answer Sheet: Task 3—Goals and Timetables

Use the following self-assessment checklists to evaluate your answers:

- ☐ Your goals and timetable recognized that developing a REAP is a special project that requires the re-allocation of time and resources.
- ☐ You developed your goals and timetable according to the scope of the REAP that had been determined.
- ☐ You recognized that the REAP will take several months to complete; and your timeline is both reasonable and flexible, so that it may be modified as the process unfolds.
- ☐ You considered an interim plan that includes important steps that can be accomplished more quickly: e.g., developing a phone tree; gathering contact information for emergency responders and vendors and records experts who will provide support; defining the action that agency staff will need to take in the first 12-72 hours after the emergency occurs and assigning responsibility for follow-through; assembling a cache of critical supplies.